

DDI #00030-86  
22 January 1986

MEMORANDUM FOR: Executive Director  
THROUGH : Administrative Officer, DCI  
FROM : Deputy Director for Intelligence  
SUBJECT : Request for Approval to Incur Expenses  
Under HR

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1. Approval is requested to incur expenses allowed under HR  Senator Mathias and two of his staffers are to be briefed on the Middle East for an upcoming trip by the Senator. The DDCI has decided to host a small lunch to help facilitate this exchange.

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2. The lunch will take place in the DCI dining Room on 24 January 1986. Other luncheon participants will be the Deputy Director for Intelligence, the Deputy Director for Administration and the newly designated Director, Office of Legislative Liaison.

3. I certify that the attendance of the individuals listed in paragraph 2 is considered essential to the conduct of official government business and that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

4. The estimated cost of the function is \$100.00.

RG

Robert M. Gates

I certify the availability of funds in the amount indicated in paragraph 4.

Budget and Fiscal Officer, DCI

Approved: \_\_\_\_\_  
Executive Director

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